

## Addendum 1

### (A) EFM Employment of FMA and PSA EFM

45%

Manages post's EFM FMA, Temporary Hire (WAE, Summer Hire), and PSA EFM employment program for State and all ICASS serviced agencies, except USAID and PC/PSCs. Provides advice and guidance to selected applicants on hiring procedures.

Responsible for the check-in process for all FMA and PSA appointments. The check in process includes providing the required security clearances forms to new employees and guidance on completion of pre-employment forms. Reviews all completed forms to ensure that all items are completed.

Requests WHA/EX position authority for EFM/FMA positions, requests hiring authority for the selected applicant once the position authority and security clearance has been received. Processes requests for Personnel Actions for all FMA, WAE, and FMA employees: appointments, extensions, Pay Adjustments, WGI, Promotions, INWS, LWOP, and terminations.

Requests appointment authorizations noting that the Highest Previous Rate or Superior Qualifications Rate are made if applicable; follows up with WHA/EX FAM Coordinator to expedite appointment authorizations to prepare and submits the SF-52 cable requests of personnel actions. Keeps a tickler file of FMA anniversary dates and requests JF-57 performance Appraisal Reports, submits completed reports to the EER Review Panel and forwards final version to the Department for inclusion in the employees' OPFs. Ensures that service computation dates of AEFM's returning to duty from Intermittent-no work schedule (IMWS) are accurate. Is responsible to manage and process the appointment of EFM's under the Professional and the Consular Associate Programs.

Serves as liaison between hiring office and Embassy's pool of SPCs. Organizes and maintains SPC roster and calendar. Makes sure that SPCs submit their time and attendance sheets each pay period and provides report to FMO with SPC names and job location on a weekly basis.

Works directly with the Community Liaison Office to coordinate the seasonal Summer Hire Program. Incumbent coordinates with offices their summer hire requests, nominations, selection and introduction of summer hires to their assignment at post. Provides hiring forms, requests security clearances, and briefs them on their assignments, periods, time and attendance and payroll issues. Prepares Summer Hire staff Notifications of Personnel Actions for the signature of the Human Resources Officer including appointments and terminations.

### (B) Awards Program Administration

25%

Reviews award nominations to ensure proper formatting and compliance with cash awards limits under the Post Awards Program and the Local Compensation Plan. Prepares Human Resources Announcements informing of due dates for submission of nominations, and other award-related information in preparation for the bi-annual awards ceremonies. Scheduled meetings of the Mission's Joint Country Awards Committee (JCAC) twice a year and, in special circumstances, convenes extraordinary JCAC meetings as required by the Management Counselor. In preparation for JCAC meetings, prepares package of nominations for each JCAC member, including a summary chart outlining nominees, type of award, last award received, and a copy of last EPR and position description.

Submits list of approved award nominations to the financial offices in State (FMO) and USAID (Controller's Office), for processing of cash awards and/or forwards nominations to WHA/EX for final approval, when required.

Keeps adequate stock of supplies of award materials and requests framing of the certificates.

Assists with the coordination all logistics for the Awards Ceremony.

Responsible for the administration of the LE Staff of the quarter and the LE Staff of the year award program.

### (C) EFM, FMA, USDH Orientation Program

10 %

Develops, organizes and delivers separate monthly orientations for EFM's, FMAs and USDHs using PowerPoint. Maintains up-to-date versions of each orientation. Maintains an up-to-date log of incoming EFMS, FMAs and USDHs including contact information. Coordinates orientation announcements/invitations with Community Liaison Office.

### (D) Editing Functions

5%

Drafts and edits letters, memoranda, and other types of written correspondence, for approval of the HRO as-needed.

### (E) Internship Program

5%

Manages the American Internship program. Reviews applicant's certificates, submits to requesting offices and forwards office selections to HR Washington. Communicates with HR Washington to make decision regarding intern selections.

### (F) Back Up functions

10 %

Assists with the accreditation, visa requests, check-in and check-out services during absences of the responsible clerk.